
Graduate School of YCU - Application Guidebook

Admissions for applicants who reside outside Japan
for September 2018 Enrollment

Graduate School of International Management (Doctoral Program)

Admission policy

This program admits talented individuals who share the philosophy of the Graduate School of International Management; have the ambition to enthusiastically tackle from a global perspective the various issues that actually rise in economic society through the application of the latest research methods; and have extensive knowledge in management, accounting, economics, and law. Admitted individuals should also possess the ability to complete a doctoral thesis based on a clear awareness of issues.

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1. Application Process

1-1. Eligibility

Applicants must reside outside Japan and fulfill ONE of the following conditions.

- 1) Those who possess or expect to possess a Master's or professional degree by August 31, 2018.
- 2) Those granted a degree equivalent to a Master's or professional degree outside Japan.
- 3) Those designated by the Minister of Education, Culture, Sports, Science, and Technology of Japan.
- 4) Those who have been recognized as having an academic ability equal to or higher than the average Master's or Professional degree recipient by the Graduate School as a result of individual preliminary screening and who have reached 24 years of age.

How to apply Please see next section.

1-2. Individual Preliminary Screening to Qualify for Application

If you wish to apply for the individual preliminary screening, please send the following required documents **by November 24 (Fri), 2017**. All documents must **arrive by the deadline**.

The documents to be printed out should be A4-sized and one-sided.

Required Documents	Notes
1. Resume * Prescribed Form	Be sure to fill in all sections. Please download the prescribed form from the following website: Website: http://www.yokohama-cu.ac.jp/en/academics/graduate/intman/admissions/
2. List of Previous Publications and Researches	Written in Japanese or English.
3. Thesis Concerning your Research Field	Written in Japanese or English. If your thesis is written in a language other than Japanese or English, you must also submit a Japanese or English translation.
4. Certificate of (Expected) Graduation Sealed	Submit an original of a Certificate of (Expected) Graduation. The document must be in a sealed envelope from the institution that issued it.
5. Transcript of Academic Record Sealed	Submit an original of a transcript of academic record up to the last year completed. The document must be in a sealed envelope from the institution that issued it.

How to Submit

Send all the application documents to the following address. You should use a traceable, express mail service, such as EMS to submit your documents. All documents must **arrive by the deadline**. You are responsible for providing the envelope for sending the documents.

Please put the documents in an envelope, and write [Individual Preliminary Screening for Graduate school of International Management] in red ink on the front of the envelope.

Address

22-2 Seto, Kanazawa-ku, Yokohama, Kanagawa, 236-0027, JAPAN
Yokohama City University Admissions Office for Graduate School

The result will be announced to you **by December 15 (Fri), 2017**.

1-3. Screening Process & Schedule

Academic Year 2018, September Admission	
Number of Students to be Admitted	Limited number
Application Period (Submission of Required Documents)	January 4 (Thu) - January 5 (Fri), 2018 (Japan Standard Time) From abroad: All documents must arrive by January 5.
Payment of Application Fee	December 8 (Fri) - January 5 (Fri), 2018 (JST)
First Screening (Document Screening)	—
Second Screening (Interview)	Early February (by February 9), 2018 (JST)
Announcement of Final Result	February 16 (Fri) 11:00, 2018 (JST)
Admissions Procedure	February 27 (Tue) - March 1 (Thu), 2018 (JST)

1-4. Required Documents for Application

Follow the instructions written in the “Notes” below and send all the application documents during the specified application period. Please download the university’s prescribed forms from the following website:

Website: <http://www.yokohama-cu.ac.jp/en/academics/graduate/intman/admissions/>

The documents to be printed out should be **A4-sized** and **one-sided**.

Required Documents *...Prescribed Form	Notes
1. Application Form *	- Be sure to fill in all sections. - Paste the same photo as the one used for “2-2. Photo Sheet” in the designated space.
2-1. Examination Admission Card *	- Be sure to fill in all sections. ◆Do not separate this sheet.
2-2. Photo Sheet *	- Write your name on the back of the photo and paste it in the designated space. Photo must be in color, sized 4 cm x 3 cm, and taken within the last three months. It must show your upper body and face from the front, be taken without a hat, and have a plain background.
3. Certificate of Payment of Application Fee	- Paste the certificate of payment of application fee in the designated space. ◆ See page 5 for how to pay the application fee from outside Japan.
4. Certificate of (Expected) Graduation Sealed	- Submit an original of a Certificate of (Expected) Graduation or Master’s degree.
5. Certificate of (Expected) Degree Award Sealed	- Submit an original of a Certificate of (Expected) Degree Award if your degree is not mentioned on the Certificate of (Expected) Graduation.
6. Transcript of Academic Record (Graduate) Sealed	- Applicants in their final year of a master’s course should submit their transcript of academic record up to the previous year (last year completed).
7. Master’s Thesis (or equivalent) & Abstract (6 copies)	- Typed and in Japanese or English. - Abstract must be no more than 2,000 characters in Japanese, or no more than 1,000 words in English.
8. Research Plan (6 copies)	- Typed and in Japanese or English. - Research Plan must be no more than 2,000 characters in Japanese, or no more than 1,000 words in English.

9. Proof of English Proficiency	<ul style="list-style-type: none"> - Submit a score from one of the following English proficiency tests. - TOEFL: Official Score Report must be submitted. Institution Code: 0416 - TOEIC: Original Score Certificate must be submitted. - IELTS: Official score results must be sent to the address below directly. - TOEFL-ITP & TOEIC-IP will not be accepted.
10. Recommendation Letter*	<ul style="list-style-type: none"> - Written by a supervisor who can evaluate well the applicant's research ability through academic activities. - Print out and use the prescribed form. The letter should be written in Japanese or English. If it is written in a language other than Japanese or English, the person who wrote the letter must also submit a Japanese or English translation verified by an official organization such as an embassy or notary office. The verification must state that there are no discrepancies between the translation and the original. - Prepare an envelope in advance and ask the person who wrote the letter to put it in the envelope, seal it, and sign across the seal.
11. Copy of Passport	<ul style="list-style-type: none"> - Submit a photocopy of the page of your passport that states your name, passport number, nationality, date of birth, and the date of issue of the passport.

How to Submit

Send all the application documents to the following address. You should use a traceable, express mail service such as EMS to submit your documents. All documents must **arrive by the deadline** mentioned on the previous page.

You are responsible for providing the envelope for sending the documents.

Address

22-2 Seto, Kanazawa-ku, Yokohama, Kanagawa, 236-0027, JAPAN
Yokohama City University Admissions Office for Graduate School

Supplementary Information Regarding Required Documents

- 1) Handwritten documents (if any) should be written with a non-erasable black or blue ink pen.
- 2) A "sealed" document means the issuing institution encloses the document in an envelope, glues the flap closed and affixes its seal or stamp. Transcripts, graduation certificates and degree award certificates must be submitted in this "sealed" condition. Documents will be deemed invalid if they are not enclosed in an envelope or are enclosed in an unsealed envelope.
- 3) If the name on the applicant's certificates differs from the applicant's current name due to marriage or any other reason, an official document (copy of family register, etc.) to certify that the bearers of both names are the same person should be attached.
- 4) Application documents will not be returned/cannot be changed once they have been submitted.

1-5. Application Fee

JPY 34,000 yen (Includes 4,000 yen currency handling fee of Yokohama Bank)

- 1) If payment is made from outside Japan, please arrange payment by bank transfer using the information given below.
- 2) Payment must be made in Japanese yen. Any transfer fee required by the overseas financial institution must be borne by the applicant. **(If your local bank charges for the bank transfer, you must pay the transfer fee in addition to the amount stipulated above.)**

Please note that if your payment does not include the transfer fee and that the amount that enters the University account is not sufficient, you will have to make another payment to cover the shortfall.

- 3) After payment is complete, enclose an original receipt or copy of the receipt with the other documents as proof of remittance.

Method of Remittance	Telegraphic Transfer
Payment Method	Advise and Pay
Name of Bank	The Bank of Yokohama, Ltd.
Bank Branch Name	Kanazawa Branch
Account Number	351-1501770
Swift Code	HAMAJPT
Address of Bank	4-1, Deiki 2-chome, Kanazawa-ku, Yokohama, Kanagawa, 236-0021, JAPAN
Name of Payee (Account Name)	Yokohama City University
Address of Payee	22-2, Seto, Kanazawa-ku, Yokohama, Kanagawa, 236-0027, JAPAN
Purpose of Payment	Application fee
Message to Payee	Please write the applicant's name legibly

Note

- 1) Your application will not be completed until the payment has been made. Make sure to make the payment well in advance of the deadline.
- 2) Even if the payment of necessary fees is made within the application period, YCU will not accept the application if the required documents do not reach us within the application period.
- 3) In principle, the application fee will not be refunded. However, a refund may be considered in the following cases:
 - Applicant has paid the application fee, but has not filed an application (e.g., application documents were not sent).
 - The application fee has been paid twice by mistake.

We will deduct the handling fee and any additional fees from the amount received and refund the rest.

2. Entrance Examinations

The first screening is a document screening.

The second screening is an interview in early February. It will be conducted using Skype for applicants who cannot come to Japan for the interview. Therefore, applicants must make sure they have access to an appropriate environment for a Skype interview. This does not apply to those who stay outside Japan temporarily during the second screening period.

YCU will announce the date of interview and the Skype details by the end of January.

3. Announcement of Final Results

February 16 (Fri), 2018, 11:00 a.m. (JST)

The application numbers of accepted applicants will be posted on the Yokohama City University website (<http://www.yokohama-cu.ac.jp/>). Simultaneous with the posting, applicants will be mailed a letter of acceptance and enrollment procedure documents.

4. Admissions Procedure

4-1. Schedule of Admissions Procedures

Application Period: February 27, 2018 - March 1, 2018

Note Documents are accepted if postmarked on or earlier than the last day of the specified period.

4-2. Admission Fee

282,000 yen

Note Admission fee will not be refunded for any reason.

4-3. Tuition Fee and Other Payments

Tuition Fee	535,800 yen (per year)
Academic Research Membership fee (Gakujyutsu Kenkyu Kaihi)	2,000 yen
Support Association Membership fee (Koen Kaihi)	30,000 yen

4-4. Submission of Required Documents

Once you are accepted, YCU will send you an admissions procedure guidebook with your letter of acceptance. Please read the guidebook carefully and submit the required documents by the deadline.

5. Notes

- 1) If you enter false information in your application form or other documents, or commit plagiarism, your application may not be accepted or you may not be allowed to take the entrance examination or be admitted to the graduate school.
- 2) If you are expected to be awarded a Master's degree by August 31, 2018, submit an ORIGINAL Certificate of Graduation and your Academic Transcript by August 25, 2018. The documents must be in a sealed envelope from the institution that issued them.

If you cannot graduate from the school, you may not be admitted to YCU.

6. Contact Information

Admissions Office, Yokohama City University

E-mail: admiss3@yokohama-cu.ac.jp

7. Supervisor List

Every applicant must select a supervisor and write his/her choice on the application form.

Please refer to the following supervisor list.

If you need more information, please see the following website.

<http://www.yokohama-cu.ac.jp/en/academics/graduate/intman/staff-doc/>



< Degree: Doctor of Management (Business Administration) >

AKABANE, Jun	CHANG, Ying-Hsin
OSAWA, Masatoshi	NAKAJO, Yusuke
ONISHI, Jun	NAKAYAMA, Takeshi
KAMOSHIDA, Akira	MIURA, Takashi
TAKAHASHI, Takayuki	YASUKAWA, Fumiaki

< Degree: Doctor of Economics >

KANG, Seongill	SUI, Qingyuan
KOOK, Joongho	NAKAMURA, Akihiro
SAKAGUCHI, Toshihiro	NISHIJIMA, Masuyuki
SHIRAIISHI, Sayuri	WADA, Junichiro